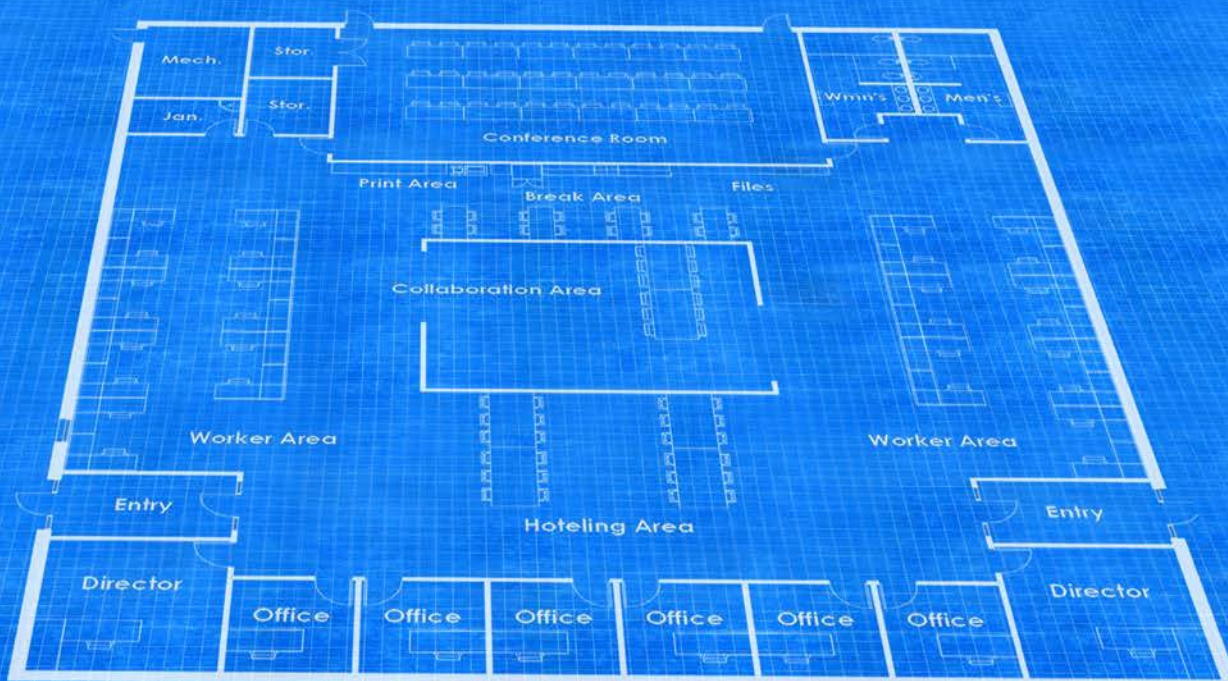


# DHS Statewide Space Request

for  
Direct Client  
Services Space,  
Administrative Office Space,  
and Child Welfare Space





The State of Oklahoma,  
on behalf of the Oklahoma Department of Human Services,  
wishes to lease the following types of space:

**Style 1: Retail office space for direct client services**  
**2,500 to 5,000 NUSF or less.**

Retail office space is needed in the following cities\*: Ada, Altus, Alva, Antlers, Ardmore, Atoka, Bartlesville, Chandler, Chickasha, Claremore, Clinton, Duncan, Durant, El Reno, Enid, Guymon, Hugo, Idabel, McAlester, Miami, Muskogee, Norman, Oklahoma City, Okmulgee, Pauls Valley, Ponca City, Poteau, Sallisaw, Sapulpa, Sayre, Shawnee, Stillwater, Tishomingo, Tulsa, Wagoner, Walters, Woodward.

**Style 2: Administrative office space and staff hoteling**  
**Up to 10,000 NUSF.**

Administrative office space is needed in the following cities\*: Ardmore, Atoka, Enid, Lawton, McAlester, Okmulgee, Sapulpa, Woodward.

\*If feasible, Retail & Administrative (Style 1 & Style 2) space may be combined in the same location/building.

**Style 3: Child Welfare space for direct service for clients**  
**Up to 7,500 NUSF or less.**

Child Welfare space is needed in the following cities and/or counties: Ada, Altus, Alva, Antlers, Ardmore, Atoka, Bartlesville, Chandler, Claremore, Clinton, Duncan, Durant, El Reno, Enid, Guymon, Idabel, Lawton, McAlester, Miami, Muskogee, Norman, Oklahoma City, Okmulgee, Pauls Valley, Ponca City, Poteau, Sallisaw, Sapulpa, Sayre, Shawnee, Stigler, Stillwater, Tishomingo, Tulsa, Wagoner, Walters, Woodward.

**If you have suitable property in your listing inventory, you are invited to submit a preliminary proposal.** Solicitation of bids may remain open until space is selected. Solicitation of bids shall not be construed as a guarantee of immediate or eventual selection of property. Please include the amount of square footage available, address of property, and number of free parking spaces. (Note: State policy requires that transactions be with the listing broker, property owner, or building manager.)

Please direct your response to:  
**Oklahoma Department of Human Services**  
P.O. Box 268833 Oklahoma City, OK 73126  
[DHSRealEstate@okdhs.org](mailto:DHSRealEstate@okdhs.org)  
David Darakhshan at 405-615-0582

The state will negotiate with one or more respondents on a possible lease.

If you have any questions regarding this solicitation, please contact:  
[DHSRealEstate@okdhs.org](mailto:DHSRealEstate@okdhs.org)  
David Darakhshan at 405-615-0582



# Proposal Form



**STATE OF OKLAHOMA  
DEPARTMENT OF HUMAN SERVICES  
STANDARD PROPOSAL FORM**

DHS Contacts: David Darakhshan 405-615-0582

Submitted By: \_\_\_\_\_

Project: DHS Real Estate Modernization

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Proposal Due Date: \_\_\_\_\_

---

**BUILDING DATA**

Address of Building: \_\_\_\_\_

Owner of Record: \_\_\_\_\_

Location of Offered Space: (Floor, Room No.) \_\_\_\_\_

Address: (if different from above)

Construction Type: \_\_\_\_\_

Telephone: (if different from above)

Number of Floors: \_\_\_\_\_ Age: \_\_\_\_\_

Net Usable Square Feet Offered: (1) Office \_\_\_\_\_ (2) Storage \_\_\_\_\_ (3) Other \_\_\_\_\_

Total Free Parking Offered: \_\_\_\_\_ (1) Reserved \_\_\_\_\_ (2) Common \_\_\_\_\_

Date Offered Space is Available: \_\_\_\_\_

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**TERMS OF OFFER**

RATE:

Initial one year term \$ \_\_\_\_\_ /sq. ft.

Number of additional option years at same terms and conditions to be included in lease \_\_\_\_\_.

---

**SERVICES AND UTILITIES** to be provided in the proposed rate (Initial each service which **will not** be provided by Lessor as part of the lease.)

\_\_\_\_\_ Electricity

\_\_\_\_\_ Gas

\_\_\_\_\_ Water & Sewer

\_\_\_\_\_ Building Security

\_\_\_\_\_ General Lawn Care

\_\_\_\_\_ Trash Removal

\_\_\_\_\_ Janitorial Services & Supplies

\_\_\_\_\_ Other \_\_\_\_\_

---

**ALTERNATE PROPOSALS AND REMARKS** should be attached and signed by the party submitting the proposal.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Owner's Legal Representative With  
Signature Authority (if applicable)



# Lease Agreement





THIS LEASE AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, between \_\_\_\_\_, their successor(s) and/or assigns hereinafter called the LESSOR, and THE STATE OF OKLAHOMA, by and through its OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES, on behalf of the \_\_\_\_\_, hereinafter called the LESSEE.

WITNESSETH: The parties hereto, for consideration hereinafter stated, do covenant and agree to the following, to wit:

1. **PREMISES.** The LESSOR hereby leases to the LESSEE the following described premises:

Room/suite, and street address \_\_\_\_\_

City, state and ZIP code \_\_\_\_\_

Legal description and building name \_\_\_\_\_

Consisting of \_\_\_\_\_ net usable square feet of space to be used by the LESSEE for \_\_\_\_\_ (general purpose). The leased premises are shown on the floor plan and signed and dated by LESSOR, attached to this Lease Agreement as **Attachment A**.

2. **TERM.** This lease shall begin on the \_\_\_\_\_ day of \_\_\_\_\_, and end on the \_\_\_\_\_ day of \_\_\_\_\_.

3. **RENT.** The LESSEE shall pay the LESSOR the amount of \$ \_\_\_\_\_ per MONTH for a TOTAL \$ \_\_\_\_\_ as rental for the above described premises for the term of this Lease Agreement, payable in arrears, in equal monthly installments in accordance with statutory requirements and upon proper presentation of invoicing from the LESSOR. The LESSEE shall not be obligated to pay rent for any period prior to the time the LESSEE occupies the facility.

4. **UTILITIES AND SERVICES.** The LESSOR will provide the following utilities and services during the occupancy of said premises under the terms of this lease: (LESSOR must initial each service they will **NOT** provide.)

_____ Electricity	_____ Janitorial services/supplies – 5 days/wk (or _____ days per week)
_____ Gas	_____ Trash removal
_____ Water and sewer	_____ Building security
_____ General lawn care	

5. **MAINTENANCE, REPAIR, IMPROVEMENTS, EQUIPMENT, SERVICES.**

- a. It is agreed and understood the leased premises shall be equipped with necessary window treatments, fixtures for adequate lighting, electrical wiring and outlets, plumbing facilities to include hot and cold water, and central vented heat and refrigerated air conditioning adequate to maintain air temperature between 68 and 74 degrees during normal hours of operation, unless otherwise specified in this Lease Agreement, and such other times as may be determined by the LESSEE.
- b. LESSOR agrees to keep, repair and maintain, at LESSOR'S expense, the leased premises and all plumbing, heating, air conditioning, roof structure, electrical and mechanical devices, sidewalks, passageways in common areas, parking surfaces, appliances and equipment belonging to the LESSOR, of every kind or nature located upon or serving the leased premises, in good repair, condition and working order, suitable to the purpose an use for which LESSEE has leased these premises. This shall include the replacement of lamps, tubes, ballasts, broken or stained ceiling tiles, and replacement of carpet and painting of the premises as needed due to normal wear and tear. As used herein, the word, "repair," shall mean and include replacement of broken or cracked glass, unless through the fault of the LESSEE.
- c. The LESSOR shall be responsible for all costs incurred for any government, state or city inspections required for LESSEE'S occupancy.
- d. If the LESSOR provides supplemental air conditioning, it shall be maintained and climatically controlled at a temperature level determined necessary by the LESSEE and shall be operated 24 hours per day, seven days per week.
- e. Programmable thermostats with a plastic lockbox cover shall be provided by LESSOR if the LESSEE is responsible for the utility expenses. A key shall be provided to the LESSEE for each lockbox upon occupancy. If a utility is to be paid by the LESSEE, the LESSOR shall, at LESSOR'S expense, furnish and install a meter for measuring each applicable utility for the leased space.
- f. LESSOR shall provide LESSEE with keys or access cards to the entrances and exits and all locking doors within the leased premises.
- g. The LESSOR shall provide hard surfaced parking sufficient for the LESSEE'S agents, employees, and invitees.
- h. Exterior lighting shall be furnished by LESSOR as necessary for security.

- i. LESSOR shall provide and install all telephone and data conduit preparation necessary per telephone company specifications and/or building codes. The LESSEE shall provide telephone wiring from the telephone equipment room to the telephone instruments and may contract with another party for this purpose, or may use existing wiring if available. Upon LESSEE vacating the premises, any data or telephone cabling services remaining in the building shall be considered abandoned by LESSEE.
  - j. LESSOR shall provide pest control and snow and ice removal.
  - k. For the purpose of maintaining the premises, the LESSOR reserves the right to enter and inspect the premises at reasonable times and to make the necessary repairs to the leased premises.
  - l. LESSOR shall maintain a quiet environment by ensuring other tenants of the building do not create noises or engage in any other activity on the leased premises that may be disruptive to LESSEE.
  - m. It is further understood and agreed that if the LESSOR does not maintain the premises and all appurtenances, as required in this agreement, in good repair, reasonable wear and tear excepted, the LESSEE shall notify the LESSOR in writing, by certified mail, of LESSOR'S deficiency in maintaining the leased premises.
    - (1) If LESSOR fails to take steps to remedy the deficiencies identified by the LESSEE within 30 days after proper notice has been mailed to the LESSOR, the LESSEE, at its option, may either (a) correct such deficiencies, and deduct the cost from future rental installment(s) or collect from the LESSOR in any manner provided by law; or (b) withhold rental payments until deficiencies are corrected.
    - (2) Should any equipment fail, or repairs fail to be made by LESSOR, which render the leased premises unfit for occupancy by the LESSEE and unsuitable for the intended purpose, the LESSEE may, after giving the LESSOR written notice of the failure, either (a) reduce or withhold lease payments on a pro rata basis for that period of time for which the leased premises were not occupied; (b) immediately terminate this lease and vacate the leased premises with no further obligations by the LESSEE to the LESSOR; or (c) have the deficiencies, repaired or replaced and may either (i) deduct the cost from future rent installments; (ii) collect such cost from LESSOR in any manner provided by law; or (iii) withhold rental payments until deficiencies are corrected.
  - n. LESSEE is prohibited from making permanent improvements to nonstate-owned property and cannot legally incur any cost for permanent improvements made to the leased premises.
  - o. LESSEE may install data and telephone cabling/services and modular panels prior to occupancy of the space, at no additional cost, with the understanding that it must not interfere with the LESSOR'S remodeling of said space.
  - p. The LESSOR shall provide the LESSEE with adequate written notification of any need to shut down any utility serving the leased premises.
  - q. LESSEE agrees to use the leased premises for the purposes stated above and to exercise reasonable diligence in the use of the leased premises. Further, LESSEE agrees, upon vacancy of the leased premises, to return the leased premises to the LESSOR in as good a condition as when originally leased, ordinary wear and tear excepted.
6. **JANITORIAL SERVICES.** The LESSOR shall provide janitorial services per the attached specifications and task frequency chart "Attachment B", unless otherwise specified in Section 15 of this Lease Agreement.
  7. **GROUNDS MAINTENANCE SERVICES.** The LESSOR shall provide grounds maintenance services per the attached specifications "Attachment C", unless otherwise specified in Section 15 of this Lease Agreement.
  8. **LAWS, CODES, ORDINANCES, RULES, REGULATIONS.** The LESSOR shall be responsible for compliance with all applicable federal, state and local laws, codes, ordinances, rules and regulations pertaining to health, safety, fire and public welfare. Furthermore, the state fire marshal, or applicable city fire marshal, must inspect the facility prior to the initial occupancy, acquisition of additional space, or renovation of existing space, and/or approve building plans for new construction, for compliance with the Life Safety Code, Fire Prevention Code and National Fire Protection Association standards, and shall provide a written report of said inspection or signed floor plan, as **Attachment D**.
  9. **CASUALTY DAMAGE.** It is mutually agreed between the LESSOR and LESSEE that if the building and premises shall be slightly damaged by fire or any other cause or causes, the LESSOR shall promptly repair the building and premises. If the space cannot be fully utilized by LESSEE during the time of the repair, lease payments required under this Lease Agreement shall either be reduced or withheld on a pro rata basis in accordance with the amount of space available for use by the LESSEE. If the building and premises are unfit for occupancy by the LESSEE as a result of damage by fire or any other cause or causes, this Lease Agreement may be terminated, and the LESSEE may vacate the premises with no further obligation to the LESSOR under the Lease Agreement from the date that the premises were damaged.
  10. **LESSOR'S LIABILITY INSURANCE.** The LESSOR shall maintain general liability insurance in an amount no less than \$1 million per occurrence during the term of the Lease Agreement or any renewals of the Lease Agreement, unless a greater amount is specified by the LESSEE in Section 15 of this Lease Agreement. There shall be no cancellation, material change or intent not to renew insurance coverage without 30 days prior notice to LESSEE. LESSOR shall furnish to LESSEE an original certificate of insurance naming the certificate holder as follows: State of Oklahoma, Attn: **contact name, agency, street address, city, state, ZIP code**. Attach the certificate of insurance to this Lease Agreement as **Attachment E**. Provide a valid certificate of insurance to LESSEE as changes occur or on an annual basis throughout the term of this Lease Agreement or any renewals of this Lease Agreement.
  11. **LESSEE LIABILITY INSURANCE.** The LESSEE shall maintain insurance or self-insurance covering LESSEE'S contents and liability through the Risk Management Program established by 74 O.S. § 85.58 et seq. and administered by the Oklahoma Office of

Management and Enterprise Services. Liability self-insurance shall correspond directly with 51 O.S. § 151, et seq. LESSEE shall provide LESSOR with proof of self-insurance upon request. Subject to and in accordance with the provisions of the Governmental Tort Claims Act, LESSEE shall be responsible for damages to the premises caused by LESSEE or LESSEE'S employees, invitees, representatives or agents.

12. **LESSEE'S PERSONAL PROPERTY.** LESSEE shall be responsible for all personal property, equipment or fixtures placed in or on the premises by LESSEE or its agents, employees or invitees, and all personal property, equipment or fixtures shall remain the property of LESSEE, and may be removed by the LESSEE without penalty. LESSOR shall be responsible for damages or loss of LESSEE'S personal property, equipment and fixtures if caused as a result of a failure of the building systems or LESSOR'S negligence.
13. **TERMINATION.** LESSEE may terminate this Lease Agreement, or any renewals of this Lease Agreement, by giving written notice to the LESSOR at least 30 days prior to the desired date of cancellation, and that rental shall cease upon date of vacation.
14. **OPTION TO RENEW.** The LESSEE shall have the option to renew the term of this Lease Agreement for additional 12-month periods on the same terms and conditions contained in this Lease Agreement. On any options granted hereunder, the parties agree that during any option period the LESSEE reserves the right to cancel the Lease by LESSEE giving notice in writing to LESSOR at least 30 days prior to the desired date of cancellation and that rental shall cease upon date of vacation.
15. **SPECIAL TERMS AND CONDITIONS.** This Lease Agreement is subject to the terms, conditions, modifications, additions and deletions listed below or attached hereto:
  - a. Any changes made to the attached floor plan must be preauthorized by the Oklahoma Office of Management and Enterprise Services and mutually agreed upon by the LESSOR and LESSEE. If a change is made to a wall configuration that is not in accordance to the attached floor plan and is not authorized by the Oklahoma Office of Management and Enterprise Services, the LESSOR shall be responsible for altering the space to comply with the floor plan and for all associated costs.
  - b. During the term of this Lease Agreement, or any extension thereof, LESSOR agrees to reduce the LESSEE'S square footage by an amount determined necessary by the LESSEE due to the reduction in LESSEE's staffing and budget.
  - c. The leased space is intended to be complete and finished in all respects, and commonly used items necessary for completion, which have not been specifically indicated by these minimum outline specifications **Attachment A2**, shall be considered to be reasonably implied. Materials, workmanship and existing conditions not specifically mentioned in **Attachment A3** shall be assumed to be the best in common use as standard practice of the trades involved.
  - d. LESSOR shall proactively maintain the fixtures and finishes in the Leased Premises to ensure that the Leased Premises maintain an "as new" appearance suitable for a professional office. This may include, but is not limited to, updating or replacing flooring, paint and wall coverings, cabinetry, window treatments, plumbing fixtures and restrooms. Colors and styles of replacements will be subject to approval by the LESSEE and shall be of comparable quality to original. The cost of this maintenance is included in the monthly rental rate. Failure to adequately perform the requirements of this Section shall be subject to the penalties in Section 5.m.
16. **SIX-MONTH NOTIFICATION.** The LESSOR shall, as applicable, provide written notification by certified mail to the LESSEE (user agency) if the lease will not be renewed on the same terms and conditions contained in this Lease Agreement. Said notification shall be provided no less than six months prior to (a) the end of the lease term, or any extension of the lease term, if the LESSEE has no remaining options to renew in Section 13 above; or (b) the end of the last renewal period after the LESSEE has exercised its last option to renew. Failure by the LESSOR to provide said notification shall result in the automatic renewal of the Lease Agreement, at the option of the LESSEE, for an additional 12-month period on the same terms and conditions. However, this extended 12-month term shall not automatically include any further options to renew. Proper six-month notification must be provided for any additional 12-month lease periods.
17. **SUBLET OR TRANSFER.** The LESSOR hereby agrees that the LESSEE may sublet the leased premises to another state agency or occupying division, so long as the LESSEE remains the primary tenant and the SUBLESSEE is a similar type agency. Further, in the event that the LESSEE is transferred to another state agency or, by an act of the Oklahoma Legislature, becomes an independent state agency, the LESSOR hereby agrees to transfer this Lease Agreement, and all terms and conditions thereof, to the recipient state agency. If the Oklahoma Office of Management and Enterprise Services determines it is in the best interest of the recipient state agency to enter into a new Lease Agreement with the LESSOR, the LESSOR hereby agrees that the terms and conditions of said Lease Agreement shall include the same terms and conditions as the current Lease Agreement, and any amendments thereof, including the transfer of any options remaining on the current Lease Agreement.
18. **ASBESTOS.** Prior to initial occupancy, the premises shall be inspected by the appropriate State of Oklahoma regulatory agency for the presence of friable asbestos as defined in 40 O.S., § 451-457. Written documentation of the inspection is attached to this Lease Agreement as **Attachment F**. Reinspection of the premises will not be necessary after initial occupancy unless recommended by the appropriate State of Oklahoma regulatory agency or the Oklahoma Office of Management and Enterprise Services.
19. **AMERICANS WITH DISABILITIES ACT.** The LESSOR shall be responsible for compliance with the Americans with Disabilities Act of 1990 (Public Law 101-336) and all amendments and requirements imposed by the regulations issued pursuant to that act, as mutually agreed upon between the LESSOR and LESSEE so as to adequately meet the LESSEE'S ADA requirements.
20. **HEALTH AND SAFETY STANDARDS.** The LESSOR shall adhere to the requirements of the Oklahoma Occupational Health and Safety Standards Act of 1970, as defined in 40 O.S. § 401-424.



- 21. CHANGE OF OWNERSHIP.** The LESSOR shall be responsible for immediately notifying the LESSEE of any transfer of ownership of the leased premises. Further, the LESSOR and transferee shall provide a fully executed Notice of Change of Lessor form (CAM/LEASING – FORM 289-F) to the Oklahoma Office of Management and Enterprise Services. Rental payments to the new LESSOR will not be made until such fully executed form is received and processed by the Oklahoma Office of Management and Enterprise Services.
- 22. OWNERSHIP/FINANCIAL INTEREST.** The LESSOR attests that no person holding an ownership or other financial interest to the leased premises is current member of the Oklahoma Legislature. Further, the LESSOR attests that if a former member of the Oklahoma Legislature holds ownership or other financial interest in the leased premises, the execution of said Lease Agreement will not violate any provisions of the Oklahoma Constitution, as certified on the attached Contract Non-Collusion Certification.
- 23. CHOICE OF LAW.** This Lease Agreement shall be governed and construed according to the laws of the State of Oklahoma.
- 24. MODIFICATION.** This Lease Agreement shall not be modified, altered or amended except by written agreement executed by the parties to this agreement with the same formality as this agreement.

This Lease Agreement shall not be effective or binding until signed by the LESSOR, LESSEE and the OKLAHOMA OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES.

LESSOR: _____ (Type or print)	LESSEE: _____ (Type or print)
By: _____ (Signature)	By: _____ (Signature)
_____ (Print name and title)	_____ (Print name and title)
Date: _____	Date: _____

State of Oklahoma, by and through its  
Office of Management and Enterprise Services

\_\_\_\_\_  
Director of Real Estate and Leasing Services



In accordance with 74 O.S. § 85.22, any contract executed by the state shall contain the following certification:

\_\_\_\_\_, for purposes of entering into a lease contract with the state, do hereby certify:

1. I am the duly authorized agent of \_\_\_\_\_, the LESSOR under the contract, to which this statement is attached, for the purpose of certifying the facts pertaining to the giving of things of value to government personnel in order to procure said contract.
2. I am fully aware of the facts and circumstances surrounding the making of the contract, to which this statement is attached, and have been personally and directly involved in the proceedings leading to the procurement of said contract.
3. Neither the LESSOR nor anyone subject to the LESSOR'S direction or control has paid, given or donated, or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other things of value, either directly or indirectly, in procuring the contract to which this statement is attached.
4. No person involved in any manner in the development of the contract, to which this statement is attached, while employed by the State of Oklahoma shall be employed to fulfill any of the services provided for under this contract.
5. That no person holding an ownership or other financial interest to the leased premises is a current member of the Oklahoma Legislature.
6. I further certify that if a former member of the Oklahoma Legislature holds ownership or other financial interest in the real property, the execution of the Lease Agreement will not violate any provisions of the Oklahoma Constitution.

\_\_\_\_\_  
Name (PRINT)

\_\_\_\_\_  
Title (PRINT)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**LESSOR INFORMATION (must complete):**

Firm/name: \_\_\_\_\_

Address: \_\_\_\_\_

City/state: \_\_\_\_\_

Phone: \_\_\_\_\_

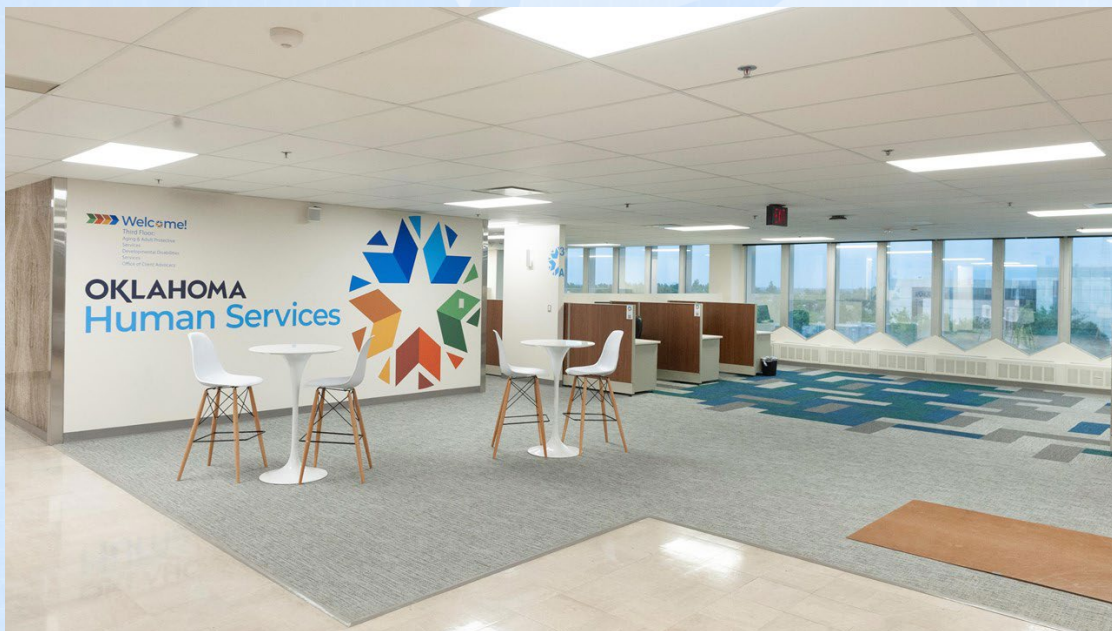
Email address: \_\_\_\_\_

Soc. Sec./FEI #: \_\_\_\_\_

The State of Oklahoma does not enter into contracts or other arrangements that have the effect of subjecting its citizens or employees to discrimination because of race, color, national origin, sex or disability. All vendors of the State of Oklahoma must comply with state and federal laws prohibiting discrimination, including, but not limited to, the Civil Rights Act of 1964 and 1991 and the Americans with Disabilities Act of 1990.



# Calculating Net Usable Square Feet





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In accordance with OAC 260:95, the square footage for privately leased space must be calculated using Net Usable Square Feet.

10/24/14

**Procedure:**

**Net Usable Square Feet** is defined as the space in privately owned facilities for which the State of Oklahoma will pay a square foot rate and shall be determined as follows:

1. If the building is a single tenant building, compute the inside gross area of the space by measuring from the normal inside finish of the permanent exterior walls, or from the face of the convector (pipes or other wall-hung fixtures) if the convector occupies at least 50% of the length of exterior walls.
2. If the building is a multiple tenant building, measure from the normal inside finish of permanent exterior building walls as described in Bullet 1, and to the room side finish of the fixed corridor and shaft walls and/or the center of tenant-separating partitions.
3. In all measurements, make no deductions for columns and projections enclosing the structural elements of the building.
4. Deduct the following from the gross area including their enclosing walls:
  - a. Toilets and lounges (see Bullets 6 & 7)
  - b. Stairwells and bearing partitions
  - c. Elevator & escalator shafts
  - d. Building equipment & service areas
  - e. Entrance & all elevator lobbies
  - f. Stacks and shafts
5. Common Area Space accessible to and/or utilized by other entities in a multiple tenant building is not included as Net Usable Square Feet.
6. If rest rooms are available in a common area of a multiple tenant building, any rest rooms within the State's leased space, which are for the State's exclusive use, will be included as Net Usable Square Feet.
7. When the only accessible rest room facilities are within the State's leased space, one set of rest rooms and their enclosing walls shall be deducted.



# Janitorial Specifications



**STATE OF OKLAHOMA  
DEPARTMENT OF HUMAN SERVICES  
JANITORIAL SERVICES SPECIFICATIONS**

**FACILITY ADDRESS:**

**FACILITY CONTACT:**

**PHONE NUMBER:**

**FACILITY SQUARE FOOTAGE:**



## **JANITORIAL SERVICES SPECIFICATIONS**

### **SECTION I - GENERAL**

#### **1.01 SCOPE**

These technical provisions cover work to be accomplished in the Oklahoma Department of Human Services (OKDHS) facilities. The work covered in these specifications consists of furnishing all management supervision, janitorial employees, janitorial supplies and equipment (except for those items, if any, of state furnished supplies identified in Section V), necessary for accomplishment of complete janitorial services. All regular janitorial employees will be on the contractor's payroll. In addition to the services included in the definition of tasks (reference Section II), incidental functions not specifically listed but normally part of janitorial responsibility as general practices within the trade shall be provided. Contractor will not be required to change light bulbs/florescent tubes, wash dishes or clean inside of appliances. Janitorial services will be accomplished in accordance with the procedures and standards stated herein.

#### **1.02 JANITORIAL PERSONNEL - QUALIFICATIONS**

- (a)** The contractor shall employ only qualified personnel who are proficient in performing janitorial services, using modern tools, methods and techniques. All janitorial personnel must be able to understand English sufficiently to comprehend spoken instructions. Janitorial personnel shall at all times be employees of the contractor.
- (b)** All janitorial personnel shall present a neat, clean and well groomed appearance at all times.
- (c)** Eating or smoking by janitorial personnel while in the performance of their duties shall be prohibited. If janitorial personnel are allowed a break or lunch period during the course of their duties eating or smoking will be allowed in designated areas only.

#### **1.03 INSPECTION**

The OKDHS administrator or designee will accomplish random inspections of the facilities to evaluate the contractor's compliance with contract terms. All incomplete or defective work requiring corrective action will be conveyed to the contractor. If performance is not maintained at an acceptable level, according to the terms of this contract, a Vendor Performance Quality Report may be filed, and cancellation of the contract may be recommended.

#### **1.04 BUILDING SECURITY**

- (a) Keys/Access Codes:** The contractor will be provided with keys or access codes to allow access to all buildings and rooms which are included in the provisions of this contract except designated areas which will be cleaned on an appointment basis during normal working hours of the janitorial personnel. Keys/access codes provided to the contractor will not be duplicated and will not be issued to any particular individual to be retained in their possession while not physically performing duties under this contract. All keys/access codes will be issued to janitorial supervisory personnel.

- (b) Security:** Whenever rooms or areas are locked, it will be a violation of the provisions of this contract for the janitorial personnel to permit use of the keys/access codes in their possession by any other person for the purpose of gaining access to such locked rooms or areas; and likewise, it will be a violation of this contract for janitorial personnel to open locked rooms or locked areas to permit entrance by persons other than janitorial personnel in the fulfillment of their duties. No rooms found locked will be left unattended during the cleaning process and all such rooms will be relocked by janitorial personnel after completion of cleaning duties. Rooms which should normally be locked, but are found unlocked by janitorial personnel, will be reported to the OKDHS administrator or designee.
- (c) Lights:** Janitorial personnel will turn off all lights, unless otherwise directed by the OKDHS administrator or designee, upon completion of their duties unless a room or area is currently in use by other than housekeeping personnel.

### **1.05 SAFETY AND FIRE PREVENTION**

The contractor shall be responsible for instructing janitorial personnel in appropriate safety measures. Janitorial personnel must not place mops, brooms, machines or other equipment in traffic lanes or other locations in such a manner as to create safety hazards. Appropriate, neat appearing, well kept signs to indicate "DANGER, HAZARDOUS FLOORS, WALK LEFT - WALK RIGHT" or "CAUTION - WET FLOOR", as applicable, shall be provided by the contractor. Such signs shall be displayed at all times in all areas where cleaning operations are in progress which necessitate the use of any equipment or supplies such as buckets, wires, ladders, water, wax, etc., which cause a traffic obstruction or hazard. Janitorial personnel shall be required to interrupt their work at any time to allow people to pass. When cleaning public areas (lobbies, corridors, etc.) results in the temporary hazard of wet/slippery floors, janitorial personnel will use parallel wet mopping or cleaning procedures. Cleaning shall be accomplished so that at no time shall it be necessary for people to cross wet surface to gain access to other parts of the area.

### **1.06 DAMAGES AND EQUIPMENT LOSS**

All tasks accomplished by janitorial personnel will be performed so as to preclude damage or disfigurement to furniture and/or building structure. OKDHS expenses incurred for necessary repair or replacement will be reimbursed by the contractor. OKDHS shall not be held responsible for any item of contractor equipment which may be lost, damaged, or stolen unless loss, damage or theft is through negligence of the OKDHS employees.

### **1.07 CONTRACTOR STORAGE AREA**

The OKDHS shall provide adequate, secure space for storage of supplies and equipment belonging to the contractor.

## **SECTION II DEFINITIONS OF JANITORIAL TASKS**

### **2.01 FLOOR SWEEPING**

Floors will be swept clean so that no dust streaks remain and no dust remains in corners, behind doors or under furniture.

### **2.02 WET MOPPING**

Floors will be wet mopped with appropriate solutions to remove dirt and stains that cannot be removed by sweeping or vacuuming.

### **2.03 FLOOR STRIPPING & FINISHING**

- (a)** Stripping will be resorted to only when a floor cannot be cleaned by mopping or scrubbing or when called for by the task and frequency schedule. Floor surfaces shall be left clean and will have a uniform appearance when left dry. Movable furniture and equipment shall be removed during stripping and refinishing operations.
- (b)** The appropriate floor finish for different floor coverings shall be used in the application of floor finish. Finishes shall be applied to surfaces after they have been thoroughly cleaned by mopping, scrubbing, or stripping, as required.

### **2.04 FLOOR BUFFING**

Buffing will be accomplished according to the recommendations of the manufacturer of the floor finish used. Movable furniture and equipment shall be moved during the buffing operation and then properly replaced. After buffing, all residual dirt and dust shall be removed. Spray buffing will be used to remove limited soil spots which resist mopping.

### **2.05 CARPET VACUUMING**

Carpet vacuuming shall thoroughly remove all debris and dirt. Contractor must change vacuum bags regularly or repair/replace defective vacuum equipment to ensure maximum performance of the equipment.

### **2.06 CARPET SHAMPOOING**

An appropriate synthetic agent or disinfectant solution will be used to shampoo the carpets.

### **2.07 SPOT CLEANING – FLOORS & WALLS**

Spot cleaning shall include removal of stains, spills and soil as needed to maintain clean and sanitary surfaces.

### **2.08 WALL CLEANING**

Walls shall be cleaned to maintain a clean appearance free from dust, cobwebs, stains, streaks, lint, and marks. Glazed ceramic tile surfaces shall be free of film, streaks and deposits.



## **2.09 GLASS CLEANING**

All interior glass surfaces of the building (i.e. glass partitions, interior glass doors, entry glass doors, display cases, directory boards, and mirrors) shall be cleaned to present a neat, clear appearance at all times. Adjacent trim shall also be cleaned.

## **2.10 DUSTING**

Dusting shall be accomplished as needed to maintain a dust-free, clean environment.

## **2.11 METAL SURFACE CLEANING**

Metal light switch plates, doorknobs, push plates, kick plates, vestibule enclosures, doors, metal protective corner plates, elevator call buttons/plates and other metal fixtures shall be cleaned and polished to present a clean appearance.

## **2.12 FURNITURE/CABINET CLEANING**

All furniture shall be damp wiped so as to remove dust, stains, grease, pencil, ink and other markings. Non-washable fabrics will be vacuumed. Baby-changing tables located in restrooms and shower stalls shall include the interiors. Cleaning of all other cabinets, counters and refrigerators throughout the facility will be limited to exterior surfaces.

## **2.13 TRASH/WASTE REMOVAL**

All waste receptacles will be emptied and new trashcan liners will be used as required. All trash will be removed and deposited into designated trash bins located outside the building. All waste receptacles located outside the building will be emptied and trash deposited into designated trash bins. All smoking urns located outside the building will be emptied. Smoking waste will be collected in metal containers containing sufficient water to cover the contents and then drained and deposited into designated trash bins.

## **2.14 DISPENSER SERVICING**

All paper towel, toilet paper and hand soap dispensers shall be maintained with an adequate supply at all times.

## **2.15 CERAMIC/METAL CLEANING**

Commodes, urinals, washbasins, sinks and drinking fountains shall be cleaned, including under fixture edges and lips, to remove all deposits and stains, including rust and scale. Brass and chrome fittings shall be cleaned. Surfaces of walls, stall partitions, and floor base shall be cleaned. The appropriate detergent solution shall be used.

## **2.16 AIR VENT CLEANING**

All air vent grilles shall be vacuumed.

## **2.17 POLICING OF OUTSIDE AREAS**

Janitorial personnel shall police all outside areas covered by this contract and dispose of all trash, litter or other debris. Parking areas are to be included.

## **2.18 EXTERIOR WINDOWS**

All exterior windows shall be cleaned on the inside and outside.

## **2.19 DESIRED RESULTS**

While the foregoing definitions of tasks are intended to produce a “minimal acceptable” level of performance, the contractor is encouraged to expend all possible effort to deliver “optimal achievable” results at acceptable economic levels.

## **SECTION III SPECIAL SERVICES**

### **3.01 INITIAL CLEANING**

Contractor will assume the OKDHS building as is. Upon cleaning each area for the first time the janitorial personnel shall remove all residual and accumulated dirt and soil even though such dirt and soil may have been in existence prior to the effective date of the contract.

### **3.02 TELEPHONES**

Telephones located in the interview rooms and lobbies will be wiped clean daily with a disinfectant cleaner or wipe.

### **3.03 ELEVATORS**

Cleaning of elevators shall be included in this contract. All cleaning shall be accomplished in the same manner as indicated for the cleaning of similar surfaces under other provisions of this contract.

### **3.04 STAIRWAYS**

Cleaning of stairways shall be included in this contract. All cleaning shall be accomplished in the same manner as indicated for the cleaning of similar surfaces under other provisions of this contract.

### **3.05 CLEANING OF SPACE ALLOCATED TO CONTRACTOR**

- (a)** All wet mop heads must be rinsed after each use and replaced with new or clean dry mop heads when rinsing no longer restores them to a reasonable state of cleanliness. When not in use, all such equipment, tools, and carts will be stored or left only in the designated storage area.
- (b)** Dirty water and cleaning solutions shall be disposed of immediately in janitorial sinks or floor drains. Cleaning solutions shall not be disposed of in food service areas. Cleaning gear closets shall be kept in a clean and orderly manner. Sink strainers or floor drain covers shall not be removed except for cleaning purposes and will be replaced immediately after cleaning.
- (c)** All materials and supplies shall be stored in accordance with applicable fire regulations.

## **SECTION IV SUPPLIES & EQUIPMENT**

### **4.01 CONTRACTOR FURNISHED SUPPLIES**

The contractor will furnish all necessary supplies other than those specified in paragraph 4.02. Supplies shall be of the highest quality and the most suitable type and grade for the work called for under this contract which shall include, but is not limited to, the items listed below. The contractor shall additionally provide all miscellaneous and/or specialty supplies required to perform cleaning per the specifications and task/frequency schedule for the facility.

1. Quaternary Disinfectant Cleaner for all surfaces
2. Non-Acid Cleaner for Toilet Bowl
3. Neutral pH Floor Cleaner For VCT/LVT/Tile
4. Spot/Stain treatment and All-purpose non-bleach low odor carpet/upholstery shampoo for Roll Carpet and Carpet Tile
5. Refinishing, Cleaning and Finishing Chemicals-(Surface Appropriate Strippers, Sealers and Waxes) For VCT/LVT/Tile

### **4.02 SUPPLIES FURNISHED BY OKDHS**

OKDHS will furnish all electricity and water. OKDHS shall also supply the following items for exclusive use on this contract by the contractor. Requests for replacement will be made through the OKDHS administrator or designee at the facility. The contractor shall use every means to conserve the use of OKDHS furnished supplies.

#### **OKDHS FURNISHED SUPPLIES**

**PAPER, TOILET TISSUE**

**TOWELS, PAPER SINGLE-FOLD, MULTI-FOLD, ROLL**

**SOAP, HAND FOR SOAP DISPENSERS**

**BAGS, PLASTIC (15 X 9 X 23 & 22 X 16 X 60)**

**DEODORIZING URINAL SCREENS**

### **4.03 EQUIPMENT**

The contractor shall furnish all equipment for accomplishment of this contract.

### **4.04 MATERIAL SAFETY DATA SHEETS**

A list of chemicals used in the accomplishment of this contract, as well as Material Safety Data Sheets shall be provided to the OKDHS contract monitor or designee, upon request. Material Safety Data Sheets for chemicals supplied by OKDHS will be provided to the Contractor upon request.



**DEPARTMENT OF HUMAN SERVICES  
TASK & FREQUENCY CHART**

LOCATION:  
ADDRESS:  
CONTACT NAME & PHONE:  
APPROXIMATE SQUARE FOOTAGE:

DATE ISSUED:

TASK	CORRIDORS	OFFICES	FAMILY/ INTERVIEW ROOMS	LOBBY	CLASSROOMS/ CONFERENCE ROOMS	OUTSIDE AREAS	REST ROOMS	KITCHENS BREAK ROOMS	OTHER AREAS ELEVATORS &STAIRWELLS
<b>FLOOR SWEEPING (2.01)</b> Recommendation = D	-	-	-	D	-	W	D	D	-
<b>WET MOPPING (2.02)</b> Recommendation = D	-	-	-	W	-	-	W	W	-
<b>FLOOR STRIPPING &amp; FINISHING (2.03)</b> Recommendation = A	-	-	-	A	-	-	-	A	-
<b>FLOOR BUFFING (2.04)</b> Recommendation = M	-	-	-	A	-	-	-	A	-
<b>CARPET VACUUMING (2.05)</b> Recommendation = D-Public Areas = W -Staff Areas	D	W	D	D	W	-	-	-	-
<b>CARPET SHAMPOOING (2.06)</b> Recommendation = M6	M6	M6	M6	M6	M6	-	-	-	-
<b>SPOT CLEANING – FLOORS &amp; WALLS (2.07)</b>	AR	AR	AR	AR	AR	-	AR	AR	-
<b>WALL CLEANING (2.08)</b>	AR	AR	AR	AR	AR	-	AR	AR	-
<b>GLASS CLEANING (2.09)</b>	W	W	W	W	W	-	W	W	-
<b>DUSTING (2.10)</b>	W	W	W	W	W		W	W	
<b>METAL SURFACE CLEANING (2.11)</b>	W	W	W	W	W	-	W	W	-
<b>FURNITURE/CABINET CLEANING (2.12)</b>	AR	AR	AR	AR	AR	-	AR	AR	-
<b>TRASH/WASTE REMOVAL (2.13)</b>	D	D	D	D	D	D	D	D	D
<b>DISPENSER SERVICING (2.14)</b>	-	-	-	-	-	-	D/AR	D/AR	D/AR
<b>CERAMIC/METAL CLEANING (2.15)</b>	-	-	-	D	-	-	D	D	-
<b>AIR VENT CLEANING (2.16)</b>	M	M	M	M	M	-	M	M	M
<b>POLICING OUTSIDE AREAS (2.17)</b>	-	-	-	-	-	D	-	-	-
<b>EXTERIOR WINDOWS (2.18)</b>	A	A	A	A	A	-	-	A	A

**TASK AND FREQUENCY CODE INDEX:**

**D** = DAILY      **W** = WEEKLY      **M** = MONTHLY      **M6** = SEMI-ANNUALLY      **A** = ANNUALLY      **AR** = AS REQUIRED

# Ground Maintenance Specifications



## **General Grounds Maintenance Specifications**

**Specifications are for comprehensive grounds keeping and are not solely for lawn mowing.**

- 1. The contractor shall provide all personnel, equipment, tools, supervision and other items necessary to ensure that grounds maintenance is performed in a manner that will maintain healthy grass, trees, shrubs and plants, and present a clean, neat and professional appearance.**
- 2. Grass clippings shall be removed or mulched when visible after mowing. Contractor shall maintain the growth of grass height on grounds between 2 to 4 inches. The height is a guideline for a neat and professional appearance. All grounds shall look well-manicured at all times.**
- 3. Sidewalks, driveways, curbs, and other concrete or asphalt edges shall be edged at least every other mowing. Areas that require edging will include removal of vegetation from cracks in sidewalks, driveways, and curbs within .5 inch of the edged surface and to a depth of 2.0 inches.**
- 4. Grass and weeds shall be trimmed around trees, shrubs, buildings, fences, poles, posts, fire hydrants, parking lot bumper blocks, boulders and other fixed obstacles. Trimming height shall match surrounding area grass heights. All areas shall be trimmed concurrent with mowing. Damage to trees and shrubs from trimming shall be repaired by the contractor. If a plant or shrub should die or become unhealthy due to damage, the contractor will be responsible for replacing the damaged plant with a plant of same size and type.**
- 5. Where facilities have lawn sprinkler systems, the contractor is responsible for coordinating with building maintenance personnel \_\_\_\_\_, at 405-\_\_\_\_ - \_\_\_\_\_ to ensure that system is set to deliver water.**
- 6. Any damage or required adjustments to the sprinkler system components must be reported immediately to the assigned DHS representative. Contractor is responsible for costs associated with damage of any sprinkler system components if damaged by contractor.**
- 7. The contractor shall perform general litter patrol in all areas. Responsibilities shall include, but not be limited to, the removal and disposal of all natural debris, (tree limbs, dry brush, rodent habitats, dead animals, etc.) and man-made debris. Leaves shall be kept removed from the entire site at all times. During peak periods of leaf accumulations, leaves must be removed at least \_\_\_\_\_ly.**
- 8. Areas damaged by contractor shall be seeded, sprigged or sodded to meet the standards of surrounding areas.**
- 9. Maintain bedding and planted areas. Water, edge, eliminate weeds in shrub and plant beds. All beds, shrubs and trees shall be mulched with three (3") of mulch. This level will be maintained at all times.**
- 10. Contractor will furnish all transportation, equipment, and necessary supplies including but not restricted to: mowers, edgers, blowers, spreaders and**

sprayers. The contractor shall furnish, operate and maintain suitable and adequate equipment necessary to perform all tasks described in a favorable manner. The equipment furnished by the contractor must be in good repair and shall be maintained so as to produce a clean, sharp cut to the grass at all times. Equipment which in any way pulls or rips the grass or damages the turf shall not be allowed to operate under this contract.

11. The contractor shall be responsible for the satisfactory and complete execution of the work in accordance with the true intent of the specifications. The contractor shall provide, without extra charge, all incidental items required as part of the work even though not particularly specified or indicated. It is not the responsibility of DHS to point out requirements being neglected. Any unacceptable performance which is not in accordance with the specifications of this contract shall be corrected immediately. The contractor shall keep himself/herself fully informed and comply with all local, state and federal laws, ordinance and regulations. Any permit, licensed, certifications or fees required for the performance of the work shall be obtained and paid for the by the contractor.
12. The contractor shall be responsible for protecting and preserving from damage any and all facilities, public and private, which are adjacent to the area where the work is being performed. The contractor shall be held liable for all damages done to fixed objects including, but not limited to: signs, posts, buildings and all vegetation, including turf, trees, shrubs, and desirable natural growth. Damage shall include but no be limited to: skinning, scraping, limbing, or gouging of trees or shrubs, and rutting, scalping, or tearing of turf.



# Outline Specifications



**DEPARTMENT OF HUMAN SERVICES**  
Outline Specifications for Department of Human Services Office Buildings  
September 24, 2021

**DIVISION 1 – GENERAL REQUIREMENTS**

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**Section 01 10 00 – Summary**

- A. Department of Human Services (DHS) Architecture and Engineering will furnish a guide building plan, furnishings layout, and the location of electrical, telephone, and computer outlets for the use of the Lessor and/or their architect and engineers.
- B. If the project cost is \$158,000.00 or more and the gross square feet of the entire building exceeds 100,000, or if the building exceeds two (2) stories, the Lessor shall employ an architect and/or engineer, duly licensed in Oklahoma, to prepare the plans and specifications for the building in accordance with Title 59 Oklahoma Statutes, 2006, Section 46211 et. seq.
- C. The plans shall be submitted at 25% completion, 50% completion, and at 95% completion, along with specifications, for DHS review and comments. Final sealed architectural, mechanical, and electrical plans, along with specifications, shall be submitted to DHS Architecture and Engineering and to Authorities Having Jurisdiction (AHJ) as designated by the Oklahoma State Fire Marshal for final approval. One (1) copy of the AHJ's approved set of comments and one (1) copy of the building permit shall be furnished to DHS Architecture and Engineering before construction begins. The contractor shall maintain one AHJ approved set of construction documents with all changes at the job site at all times.
- D. The Lessor shall provide to DHS Architecture and Engineering final as-built drawings in the following formats:
  - 1. One (1) complete set of plans in "pdf" format.
  - 2. One (1) set of AutoCAD 2000 (or later) "dwg" format for PC compatible systems consisting of, but not limited to, the following:
    - a. Site plan.
    - b. Architectural floor plan.
    - c. Furniture plan.
    - d. Electrical power and low voltage plan.
    - e. Plumbing plan.

- f. HVAC plan.
- E. All changes, whether cost neutral or cost incurred, to the scope of the work as detailed in DHS approved Contract Documents (drawings, specifications, and contracts) shall be approved in writing by DHS Architecture and Engineering. Lessor shall be responsible for added costs incurred for changes made without the written approval of DHS Architecture and Engineering as described above.
- F. The space to be occupied by the Lessee pursuant to the terms of this lease must comply with all applicable federal, state, and local laws, statutes, ordinances, codes, rules, and regulations relating to public health, safety, and welfare. Lessor hereby covenants that the space made the subject of this lease shall so comply.
- G. Lessor shall furnish certification from a licensed professional engineer or a licensed surveyor that the finish floor elevation of the building is above the 100-year-flood elevations as established by the state, county, and municipal floodplain boards per O.S. 82-1611 et seq.
- H. Lessor shall obtain and pay for plan review, building permit, occupancy permit, and 50% and 100% site inspections from the AHJ as designated by the Oklahoma State Fire Marshal.
- I. The lease space is intended to be complete and finished in all respects, and commonly used items necessary for completion, which have not been specifically indicated by these minimum outline specifications, shall be considered to be reasonably implied. Materials, workmanship, and existing conditions not specifically mentioned shall be assumed to be the best in common use as standard practice of the trades involved.
- J. The building and site shall meet or exceed the latest state adopted version of the following codes and standards:
  - 1. International Residential Code, 2015 Edition, as amended by the Oklahoma Uniform Building Code Commission.
  - 2. International Building Code, 2015 Edition, as amended by the Oklahoma Uniform Building Code Commission.
  - 3. International Existing Building Code, 2015 Edition, as amended by the Oklahoma Uniform Building Code Commission.
  - 4. International Fire Code, 2015 Edition, as amended by the Oklahoma Uniform Building Code Commission.
  - 5. International Fuel Gas Code, 2015 Edition, as amended by the Oklahoma Uniform Building Code Commission.

6. International Mechanical Code, 2015 Edition, as amended by the Oklahoma Uniform Building Code Commission.
  7. International Plumbing Code, 2015 Edition, as amended by the Oklahoma Uniform Building Code Commission.
  8. National Electric Code, 2014 Edition, as amended by the Oklahoma Uniform Building Code Commission.
  9. American Society Of Heating, Refrigerating, Air Conditioning Engineers.
    - a. ASHRAE Standards, Latest Edition
      - i. Standard #55 Thermal and Environmental Conditions for Human Occupancy
      - ii. Standard #62 Ventilation for acceptable Air Quality
      - iii. Standard #90 Energy Conservation in New Building Design
  10. American National Standards Institute (ANSI).
    - a. A117.1 Providing Accessibility and Usability of Physically Handicapped People, latest edition.
  11. Illumination Engineering Society (IES).
    - a. Illumination Engineering Society Lighting Handbook, Latest Edition – Reference and Application Volume.
  12. Americans with Disabilities Act (ADA).
    - a. Federal Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities.
- K. The DHS Hazard Communication Program requires employers to inform employees of potential hazards associated with chemicals used in their work environment. In accordance with the Rules for Oklahoma Hazard Communication Standard, Implementing Title 40, Section 401 through 424, Oklahoma Statutes as Amended, Lessor shall provide required training and education of Lessee's employees regarding any service contractors, or other building tenants, whose work or materials pose a health hazard to Lessee's employees. The DHS Hazard Communication Manual will be made available to the Lessor in order to assist in the planning of work and the use of protective measures.



**Section 01 30 00 – Administrative Requirements**

- A. DHS Property Management and DHS Architecture and Engineering will hold a pre-design conference with the selected Lessor and their architect and/or engineer before development of construction documents. This conference will provide an opportunity to answer questions, plan coordination, and project scheduling. Topics of discussion will include, but will not be limited to, project scope, phase I environmental report, and design solutions for site drainage, roof(s), windows, parking and paving.

**Section 01 70 00 – Project Closeout**

- A. Before occupancy, the Lessor shall obtain written approval from DHS Architecture and Engineering. The AHJ as designated by the Oklahoma State Fire Marshall shall issue an Occupancy Permit. Both are required before rent payments will start.

**Section 01 80 00 – Performance Requirements**

- A. Before occupancy of the proposed space, an inspection and air balance check of the HVAC system shall be performed by a National Environmental Balancing Board (NEBB) certified technician. This check is to confirm the ventilation system, in its minimum outdoor air setting, is delivering the required quantities of outdoor air to space and that proper cfm amounts are being delivered to occupied areas as shown on approved building plans. Any additional inspections and air balancing costs, as well as the expenses associated with remediation, shall be the responsibility of the Lessor.

## **DIVISION 6 – WOOD, PLASTICS, AND COMPOSITES**

### **Section 06 20 00 – Finish Carpentry**

- A. Collaboration area shall include cedar wall and ceiling treatment over collaboration table as detailed by DHS Architecture and Engineering. Stain and finish shall be selected by DHS Architecture and Engineering.

## **DIVISION 07 – THERMAL AND MOISTURE PROTECTION**

### **Section 07 10 00 – Dampproofing and Waterproofing**

- A. Lessor shall maintain a watertight roof in good condition.

### **Section 07 20 00 – Thermal Protection**

- A. Roof or attic insulation shall be a minimum of R-19.
- B. Exterior wall insulation shall be a minimum of R-11.
- C. Sound insulation (3” sound attenuation) shall occur in walls and ceilings of all toilet rooms, in walls around interview rooms, in walls around offices, and in walls separating Lessee’s space from other building spaces.

**DIVISION 8 – OPENINGS**

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**Section 08 10 00 – Doors and Frames**

- A. All exterior doors shall be insulated 16 gauge hollow metal with 16 gauge hollow metal frames, or aluminum storefront doors and frames where appropriate. All exterior doors shall be weather-stripped. Interior door frames shall be 16 gauge hollow metal or wood with 16" wide sidelights at interview rooms and offices, or shall have vision panels in doors at interview rooms and offices.
- B. All interior doors shall be 1-3/4" x 3'-0" x 7'-0", solid-core wood, with hardwood veneer faces.

**Section 08 50 00 – Windows**

- A. Exterior windows in new buildings shall be commercial aluminum type window with manufacturer's standard anodized or paint finish.
- B. All interior window sills at exterior windows shall be constructed of natural stone, manmade marble, or 3/4" exterior grade plywood covered with plastic laminate.

**Section 08 70 00 – Hardware**

- A. Keyed door hardware shall include, but not limited to, the following: storage rooms, supply rooms, mechanical rooms, electrical rooms, telephone rooms, data closets, custodian closets, doors with electric strikes, and all exterior doors.
- B. All passage hardware and cylindrical locksets shall be lever handle type to comply with ADA guidelines.
- C. Interior locks shall "open" when fire alarm system is activated and/or when power fails. Exterior locks are to be "fail secure" and remain locked during power failure. Reference hardware schedule on guide plans.
- D. All means of egress doors shall comply with section 1008 of the 2014 International Building Code.
- E. Hardware shall be heavy-duty cylindrical lever handle locksets.
- F. DHS Architecture and Engineering will provide Lessor with an approved hardware schedule.
- G. Emergency egress only doors shall have one (1) rim exit device with alarm complying to all applicable codes, with key cylinder.
- H. Building shall have a master key system.



**Section 08 80 00 – Glazing**

- A. All exterior windows shall have insulating glass.
- B. All interior windows and sidelights shall have 1/4" tempered glass except in fire-rated walls.

**DIVISION 9 – FINISHES**

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**Section 09 20 00 – Plaster and Gypsum Board**

- A. Walls between Lessee's space and other spaces within the building, and walls surrounding toilets in Lessee's space, shall extend from the floor to the structural deck above the finished ceiling and shall be treated with sound insulation (3" sound attenuation) to minimize sound transmission to surrounding areas.
- B. Fire-resistant partitions between Lessee's space and other leased space shall comply with the requirements of 2014 International Building Code.

**Section 09 30 00 - Tiling**

- A. Toilets shall have slip resistant, stain resistant, ADA compliant porcelain tile floors with cove porcelain tile base. Wet walls behind plumbing fixtures, shall be full height ceramic tile. All other walls shall have 42" wainscot. Tile shall be selected by DHS Architecture and Engineering.

**Section 09 50 00 – Ceilings**

- A. Ceilings shall be acoustical mineral board, 5/8" thick minimum, 2'-0" x 4'-0" or 2'-0" x 2'-0" lay-in type, stock color.
- B. Ceilings shall have a minimum NRC of .70, an STC range of 35 – 39, a Class A flame spread rating of 0 – 25, and an insulation value with an R-factor of 1.6 or equal in suspended metal grid system.
- C. Ceilings shall have 2'-0" x 4'-0" or 2'-0" x 2'-0" ceiling tile grid with 2'-0" x 4'-0" or 2'-0" x 2'-0" LED light panels, running lengthwise.
- D. Ceilings in all toilet rooms shall be 5/8" moisture resistant drywall.

**Section 09 60 00 – Flooring**

- A. Luxury vinyl tile shall occur in, but not limited to, entries, waiting rooms, interview rooms, visitation rooms, break rooms, and corridors. Additional areas to be shown on guide plans provided by DHS Architecture and Engineering.
- B. Luxury vinyl tile shall be selected by DHS Architecture and Engineering. Pattern shall run lengthwise to largest open space in Lessee's space.
- C. All wall bases shall be 4" rubber cove in all areas except where other materials are approved. Color shall be selected by DHS Architecture and Engineering.

- D. Carpet shall occur in all areas except as noted. Guide plans indicating color and pattern shall be provided by DHS Architecture and Engineering. Material and color as selected by DHS Architecture and Engineering.

**Section 09 90 00 – Painting and Coating**

- A. All walls shall have orange peel or approved knock-down texture, painted with one (1) coat of primer and two (2) coats of acrylic latex enamel or equal. Colors shall be selected by DHS Architecture and Engineering. Up to four (4) different colors will be selected.

**DIVISION 10 – SPECIALTIES**

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**Section 10 10 00 – Information Specialties**

- A. Toilet partitions shall be stainless steel, head rail braced type, with stainless steel doors. Color shall be selected by DHS Architecture and Engineering. All toilet partitions must meet ADA requirements.
- B. Lessee shall install furniture items such as, but not limited to, bulletin boards, chalk boards, and hanging TV brackets. Schedule for reference shall be provided to Lessor by DHS Architecture and Engineering.
- C. Interior signage shall be furnished and installed by Lessor. All signage shall meet ADA requirements, including size, type, quality and installation. Signs shall include, but not limited to, “Staff Only” for secured areas and restroom signage. Signage schedule to be provided by DHS Architecture and Engineering. Lessor shall submit samples of interior signs to DHS Architecture and Engineering for approval.
- D. Lessor shall furnish and install an exterior building sign with approved DHS logo on no more than two (2) sides of the building, and on any signage located near road. Vector file shall be provided by DHS Architecture and Engineering. Final design shall be approved by DHS Architecture and Engineering.

**Section 10 20 00 – Interior Specialties**

- A. Lessor shall furnish soap dispensers, paper towel dispensers, toilet paper dispensers and sanitary napkin disposal throughout the facility. Location as determined by DHS Architecture and Engineering.
- B. DHS shall provide a schedule of products to be accommodated with owner provided toilet accessories.
- C. Lessor shall furnish and install mirrors and baby changing stations in all client and staff toilets.
- D. All public and staff toilets shall be ADA compliant.
- E. Lessee shall furnish a washer and dryer, electrically heated, with a minimum capacity of 4 cubic feet. Washer and dryer shall be adjacent to shower room. Lessor shall provide all plumbing and electrical as required.

**Section 10 40 00 – Safety Specialties**

- A. Fire extinguishers shall be furnished and maintained by Lessor and shall be class “A” type, 10 lbs., placed in a recessed or semi-recessed fire extinguisher cabinet as required by fire rating. Quantity and location shall meet NFPA requirements.



## **DIVISION 11 – EQUIPMENT**

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### **Section 11 40 00 – Food Service Equipment**

- A. Lessee will provide a minimum of one (1) refrigerator, one (1) coffee maker, and one (1) microwave for all administrative and retail spaces. Lessee will provide a minimum of two (2) refrigerators, two (2) coffee makers, and two (2) microwaves for all child welfare spaces. Final quantity, as well as any additional food service equipment required, will be determined by design agreed upon between DHS and Lessor. Lessor shall provide all plumbing and electrical as required.

## **DIVISION 12 – FURNISHINGS**

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### **Section 12 20 00 – Window Treatments**

- A. All exterior windows shall have commercial quality roller shade or approved substitution. Color and opacity shall be approved by DHS Architecture and Engineering.

**DIVISION 21 – FIRE SUPPRESSION**

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- A. New buildings shall be sprinkled (fire suppression system) according to NFPA 13.

## **DIVISION 22 – PLUMBING**

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### **Section 22 30 00 – Plumbing Equipment**

- A. Electric water heater to be glass lined steel tank in insulated steel jacket equipped with anode and ASME-rated, pressure and temperature relief valve and piped to floor drain or approved substitution.

### **Section 22 40 00 – Plumbing Fixtures**

- A. Faucets in breakrooms, conference, and training rooms, where sinks are shown, shall be gooseneck type with lever handles that meet ADA requirements.
- B. All electric water coolers (EWC) shall be wall hung, have a water bottle filler and electric refrigeration, and be handicapped accessible. Minimum of one (1) EWC or break room sink shall be provided in employee area, and minimum of one (1) EWC shall be provided in lobby.
- C. All child welfare spaces shall contain one (1) bathtub or shower meeting ADA requirements, including all associated fixtures and grab bars.

**DIVISION 23 – HEATING, VENTILATING, AND AIR CONDITIONING (HVAC)****Section 23 34 00 – HVAC Fans**

- A. Exhaust air fan shall be installed in all toilets, and shall exhaust directly to the exterior of the building through the roof or walls. The toilet exhaust volume shall be as listed in Table 403.3.1.1 of the 2015 International Mechanical Code.
- B. Toilet exhaust fans “On/Off” operation to be controlled from large room area light switch that is normally on when building is occupied and normally off during non-office hours.
- C. Provide thermostatically operated exhaust fans in all telephone and data rooms. The typical exhaust fan is for 100 ft<sup>2</sup> of space. If room is larger, then add two (2) cfm/ft<sup>2</sup> to the fan cfm capacity.
- D. All air-conditioning equipment for forced warm air and cooling shall provide required cfm per person of outside air into the building according to the 2015 International Mechanical Code.
- E. HVAC systems shall maintain 72 degrees Fahrenheit in the summer and 74 degrees Fahrenheit in the winter.
- F. Return air to the air-conditioning unit(s) shall not be returned through exit corridors.
- G. All supply air diffusers shall be four-way deflection type and have a manual-balancing damper.
- H. The location of the HVAC units shall not be such as to unduly inconvenience the Lessee due to maintenance requirements or noise levels. The Lessor shall rectify vibration or noise created in any part of the building by the operation of equipment. If units are located above ceilings or on the roof, return air filter grilles with standard size, replaceable, disposable filter media, shall be utilized. Outside air supplied through the HVAC system must be filtered.
- I. Lessor shall provide a thermostat for each air-conditioning unit in the building.



**DIVISION 26 – ELECTRICAL**

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**Section 26 05 00 – Common Work Results for Electrical**

- A. Furnish junction boxes in wall for power distribution to workstations. Quantity and location shall be based on furniture layout provided by DHS Architecture and Engineering. Lessor's electrician shall wire workstations to junction boxes after workstations are installed.
- B. No more than six (6) duplex receptacles shall be allowed per 20A circuit breaker. Provide a weatherproof duplex receptacle outlet with GFCI protection at all outside mechanical equipment locations for use of electric hand tools.
- C. Furnish #6 green grounding conductor from main service to telephone equipment room. All electrical conductors shall be copper and shall be run in metal conduit. All panels and switchgears shall have copper buss. **Aluminum components are not acceptable.**
- D. Provide dedicated circuits and receptacles where indicated on plan provided by DHS Architecture and Engineering for copiers and UPS systems. Provide a minimum of four (4) dedicated circuits in telephone and data rooms. All receptacles on dedicated circuits to be single plug instead of standard duplex, and to be color coded to indicate dedicated plug. All dedicated circuits shall be 20A.
- E. Provide wiring to electric door strikes where shown on drawings.
- F. Lessor shall provide and install "child resistant" electrical receptacles in the following areas:
  - 1. Reception areas.
  - 2. Children's play areas.
  - 3. Interview rooms.
  - 4. Family rooms.

**Section 26 50 00 – Lighting**

- A. Interior lighting for worker areas, conference rooms, and collaboration areas should be placed on dimmable switches.
- B. Emergency lighting and exit lights, when required by code, shall be provided by Lessor. These light fixtures shall have a battery backup.

- C. Furnish parking lot and exterior security lighting.

## **DIVISION 27 – COMMUNICATIONS**

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### **27 05 00 – Common Work Results for Communications**

- A. Lessor shall notify DHS Architecture and Engineering for telephone and data cabling a minimum of thirty (30) days before the date of installation and before installation of ceiling tile.
- B. Lessor shall provide data and telephone lines to the building, to the locations indicated on guide plan by DHS Architecture and Engineering. Provide a single outlet box for combination telephone and data service with a 3/4" conduit extended 12" above top of plate.
- C. Run empty conduit – 3" pipe for up to 100 pair and 4" pipe for up to 200 pair – for telephone system from telephone room to nearest outside telephone service.

## **DIVISION 28 – ELECTRONIC SAFETY AND SECURITY**

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### **28 30 00 – Electronic Detection and Alarm**

- A. Lessor shall provide emergency alarm system in each interview room, hearing room (Child Support Enforcement Division only), and at reception desk, with audible signal in staff and work areas and at reception desk as shown on guide plan.

### **28 40 00 – Electronic Monitoring and Control**

- A. An automatic fire detection system of an approved type shall be installed in accordance with provisions in Section 907.2 et. seq. of the 2015 International Building Code. Omit if building is sprinkled.

## **DIVISION 32 – EXTERIOR IMPROVEMENTS**

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### **Section 32 10 00 – Bases, Ballasts, and Paving**

- A. Lessor shall provide off street parking for vehicles. Parking lot shall be hard surfaced asphalt or concrete, minimum 4” thick. Parking lot shall be prepared and paved per Oklahoma Department of Transportation requirements.
- B. Parking lot shall include the minimum number of parking spaces as indicated on DHS Property Management data sheet or per zoning requirements, whichever is greater.
- C. Provide 4" paint stripe between parking spaces. Handicapped spaces shall have vertical signs 60" above grade on-pole at each location. Handicapped spaces and graphics shall comply with ADA requirements.
- D. Precast parking blocks or six-inch (6”) concrete curbs shall extend around perimeter of parking lot.
- E. Concrete walks with a minimum width of 4'-0" shall extend from parking areas to building entrances to the extent that an accessible route is provided to the building entrance. If necessary, precast parking blocks shall be installed to prevent vehicles from protruding over sidewalk.
- F. Access roads to the site shall be hard surfaced.
- G. Lessor shall furnish, properly plant, and maintain appropriate landscaping, including grass, shrubs, and trees, around perimeter of building.



# Material List

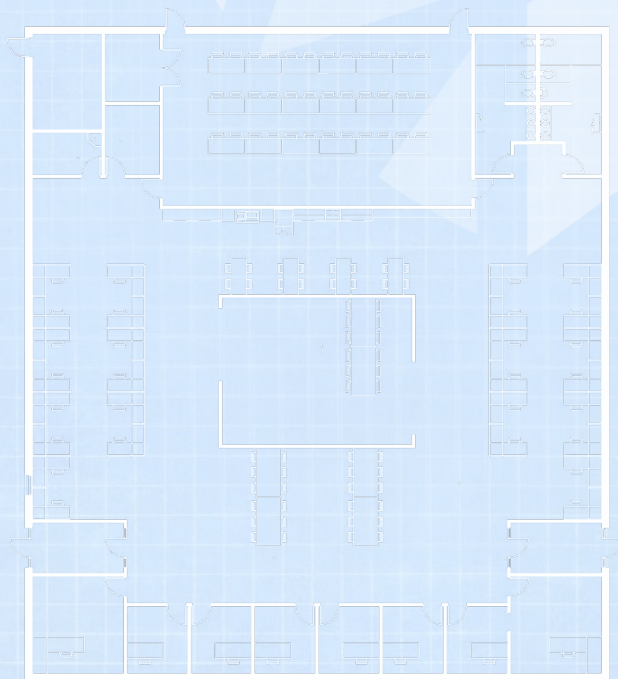


Description	Manufacturer	Product Line	Model No.	Color	Finish	Size	Product Link
Division 06 - WOOD PLASTICS & COMPOSITES							
Section 06 20 00 - Finish Carpentry							
Wood Lumber				Cedar	Clear Polyurethane		
Section 06 41 00 - Architectural Wood Casework							
Plastic Laminate	Formica	Formica Laminate - Commercial	8841-58	White Ash	Matte		<a href="#">Product Link</a>
Melamine	Formica	Formica Laminate - Commercial	918-58	Neutral White	Matte		<a href="#">Product Link</a>
Plastic Laminate	Formica	Formica Laminate - Residential	8830-58	Elemental Concrete	Matte		<a href="#">Product Link</a>
Division 09 - FINISHES							
Section 09 30 00 - Tiling							
Porcelain Tile	Daltile	Industrial Park Colorbody	IP09	Charcoal Black	Matte	12" x 12"	<a href="#">Product Link</a>
Porcelain Tile	Daltile	Industrial Park Colorbody	IP07	Light Gray	Matte	12" x 12"	<a href="#">Product Link</a>
Grout	Mapei		27	Silver			<a href="#">Product link</a>
Schluter Trim	Schluter			Anodized Aluminum	AT - Satin Nickel		<a href="#">Product Link</a>
Rubber Base	Tarkett	SCS Color Chips	TG3	Iron Mountain		4"	<a href="#">Product Link</a>
Section 09 50 00 - Ceiling							
Acoustic Ceiling Tile	Armstrong	Cirrus	533	White		24" x 48"	<a href="#">Product Link</a>
Section 09 60 00 - Flooring							
Carpet Tile	Mohawk	Color Balance	937	Optic		12" x 36"	<a href="#">Product Link</a>
Carpet Tile	Mohawk	Color Balance	959	Bedrock		12" x 36"	<a href="#">Product Link</a>
Carpet Tile	Mohawk	Color Balance	655	Tropic		12" x 36"	<a href="#">Product Link</a>
Carpet Tile	Mohawk	Color Balance	565	Flame		12" x 36"	<a href="#">Product Link</a>
LVT	Mohawk	Living Local Glue Down	W918	Silver		6" x 48"	<a href="#">Product Link</a>
Section 09 90 00 - Painting & Coating							
Paint	HIS Paint Company	Interior/Exterior	2LP00 W-P with DB CAGDATA1_5	Vanilla	Building Standard		
Division 10 - SPECIALTIES							
Section 10 10 00 - Information Specialties							
Toilet Partition	Hadrian	Stainless Steel		Stainless Steel	Embossed		
Urinal Partition	Hadrian	Stainless Steel		Stainless Steel	Embossed		

Interior ADA Sign	Walker Industries				6" x 8"	Provided by OKDHS
Section 10 20 00 - Interior Specialties						
Paper Towel Dispenser	Georgia-Pacific		54338A	Black	Single roll	<a href="#">Product Link</a>
Sanitary Napkin Disposal	Globial Industrial		WB641087	Stainless Steel	7-1/2" x 9-1/2"	<a href="#">Product Link</a>
Baby Changing Station	Koala Kare Products	Baby Changing Station with Stainless Steel Veneer	KB200-01SS	Grey	Horizontal wall mounted	<a href="#">Product Link</a>
Division 12 - FURNISHINGS						
Section 12 20 00 - Window Treatments						
Roller Shade				Black roller shade, black fascia	5% opacity	
Division 22 - PLUMBING						
Section 22 40 00 - Plumbing Fixtures						
ADA Electric Water Cooler	Elkay	Enhanced ezH2O Bottle Filling Station & Single ADA Cooler	LZS8WSSP	Stainless Steel	Single	<a href="#">Product Link</a>
ADA Shower	Aqua Bath Co.	Roll-In Shower	C6536BF-OT-FUS 3/4"	White	Single	<a href="#">Product Link</a>
Division 26 - ELECTRICAL						
Section 26 50 00 - Lighting						
LED Flat Panel	Columbia Lighting	CFP Edge Lit Flat Panel	CFP24-55/41/3440	White	24" x 48"	<a href="#">Product Link</a>
Light Bar	Light Efficient Design	RemPhos	RP-LBI-G1-4F-15W-40K-WC	White	48"	<a href="#">Product Link</a>
Exit Light	Barron Lighting Group	Exitronix	VEX-U-BP-WB-WH	White		<a href="#">Product Link</a>
Emergency Light	Hubbell Lighting	Compass	CU2	White		<a href="#">Product Link</a>
6" Can Light	GE Lighting	Lumination LED Luminaires	LRXR610840MD	White	6" diameter	<a href="#">Product Link</a>
Pendant Light	Satco	Bellcap	60-7097	Matte White	12" diameter	<a href="#">Product Link</a>



# Concept Drawings



# CHILD WELFARE CONCEPT AREA APPROXIMATIONS

Room Name	Room Count	Approx. Area	Total Area	Comments
Office	4	100 ft <sup>2</sup>	400 ft <sup>2</sup>	
Worker Area	1	252 ft <sup>2</sup>	252 ft <sup>2</sup>	
Print Area	1	72 ft <sup>2</sup>	72 ft <sup>2</sup>	
Worker Break Area	1	128 ft <sup>2</sup>	128 ft <sup>2</sup>	
File Area	1	60 ft <sup>2</sup>	60 ft <sup>2</sup>	
Collaboration Space	1	360 ft <sup>2</sup>	360 ft <sup>2</sup>	
Hoteling Space	1	432 ft <sup>2</sup>	432 ft <sup>2</sup>	
Kids' Area	1	320 ft <sup>2</sup>	320 ft <sup>2</sup>	
Family Team Meeting	2	360 ft <sup>2</sup>	720 ft <sup>2</sup>	
Reception	1	160 ft <sup>2</sup>	160 ft <sup>2</sup>	
Lobby	1	250 ft <sup>2</sup>	250 ft <sup>2</sup>	
Interview Room	2	100 ft <sup>2</sup>	200 ft <sup>2</sup>	
Visitation Lounge	1	216 ft <sup>2</sup>	216 ft <sup>2</sup>	
Visitation Break Area	1	128 ft <sup>2</sup>	128 ft <sup>2</sup>	
Visitation	4	168 ft <sup>2</sup>	672 ft <sup>2</sup>	
Storage	1	200 ft <sup>2</sup>	200 ft <sup>2</sup>	
Public Toilet	2	72 ft <sup>2</sup>	144 ft <sup>2</sup>	
Staff Toilet	1	64 ft <sup>2</sup>	64 ft <sup>2</sup>	
Janitor Closet	1	48 ft <sup>2</sup>	48 ft <sup>2</sup>	
Laundry Room	1	50 ft <sup>2</sup>	50 ft <sup>2</sup>	
Shower Room	1	120 ft <sup>2</sup>	120 ft <sup>2</sup>	
Mechanical Room	1	240 ft <sup>2</sup>	240 ft <sup>2</sup>	Approximately 5% of building area
Playground	1	-	-	Approximately 1,000 ft <sup>2</sup>
Parking Spaces	25	-	-	1,300 ft <sup>2</sup> of building area
TOTAL AREA			5,236 ft <sup>2</sup>	
+ 30% circulation			1,571 ft <sup>2</sup>	
REVISED TOTAL AREA			6,807 ft <sup>2</sup>	
+ 10% gross			681 ft <sup>2</sup>	
FINAL TOTAL AREA			7,488 ft <sup>2</sup>	

All area calculations are approximate and for estimation purposes only. Actual area will vary based on available real estate in each community.

# CHILD WELFARE CONCEPT

Approximately 7,500 ft<sup>2</sup>



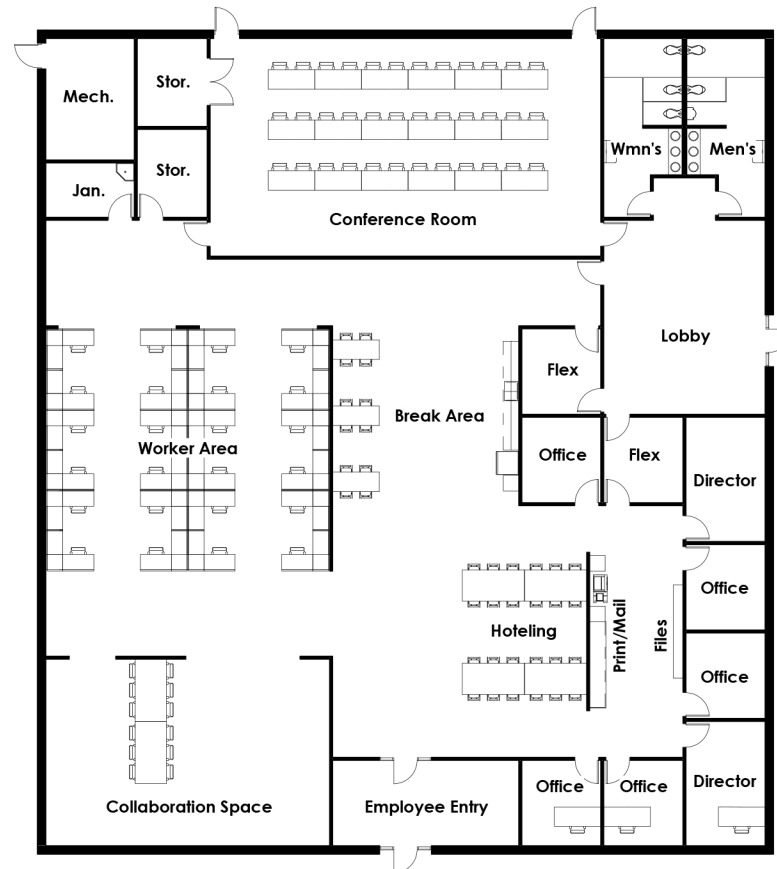
PLEASE NOTE: The concept drawings contained in this request are for informational purposes only. DHS will consider proposals matching the square footage being sought by the agency and collaborate with property owners to reconcile the proposed concept drawings with potential properties. The concept drawings represent minimum components needed for each type of property; final dimensions, square footage, and other considerations will vary based on available real estate in each community.



#### ADMINISTRATIVE CONCEPT AREA APPROXIMATIONS

Room Name	Room Count	Approx. Area	Total Area	Comments
Director Office	2	160 ft <sup>2</sup>	320 ft <sup>2</sup>	
Office	5	100 ft <sup>2</sup>	500 ft <sup>2</sup>	
Flex	2	100 ft <sup>2</sup>	200 ft <sup>2</sup>	
Worker Area	1	1,150 ft <sup>2</sup>	1,150 ft <sup>2</sup>	
Hoteling Area	1	360 ft <sup>2</sup>	360 ft <sup>2</sup>	
Collaboration Area	1	900 ft <sup>2</sup>	900 ft <sup>2</sup>	
Conference Room	1	1,400 ft <sup>2</sup>	1,400 ft <sup>2</sup>	
Print Area	1	120 ft <sup>2</sup>	120 ft <sup>2</sup>	
Break Area	1	252 ft <sup>2</sup>	252 ft <sup>2</sup>	
File Area	1	72 ft <sup>2</sup>	72 ft <sup>2</sup>	
Storage	2	100 ft <sup>2</sup>	200 ft <sup>2</sup>	
Lobby	1	700 ft <sup>2</sup>	700 ft <sup>2</sup>	
Restroom	2	200 ft <sup>2</sup>	400 ft <sup>2</sup>	
Janitor Closet	1	80 ft <sup>2</sup>	80 ft <sup>2</sup>	
Mechanical/Data Room	1	180 ft <sup>2</sup>	180 ft <sup>2</sup>	Approximately 5% of building area
Parking Spaces	33	-	-	1,300 ft <sup>2</sup> of building area
TOTAL AREA			6,834 ft <sup>2</sup>	
+ 30% circulation			2,050 ft <sup>2</sup>	
REVISED TOTAL AREA			8,884 ft <sup>2</sup>	
+ 10% gross			888 ft <sup>2</sup>	
FINAL TOTAL AREA			9,772 ft <sup>2</sup>	

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**ADMINISTRATIVE CONCEPT**  
Approximately 10,000 ft<sup>2</sup>

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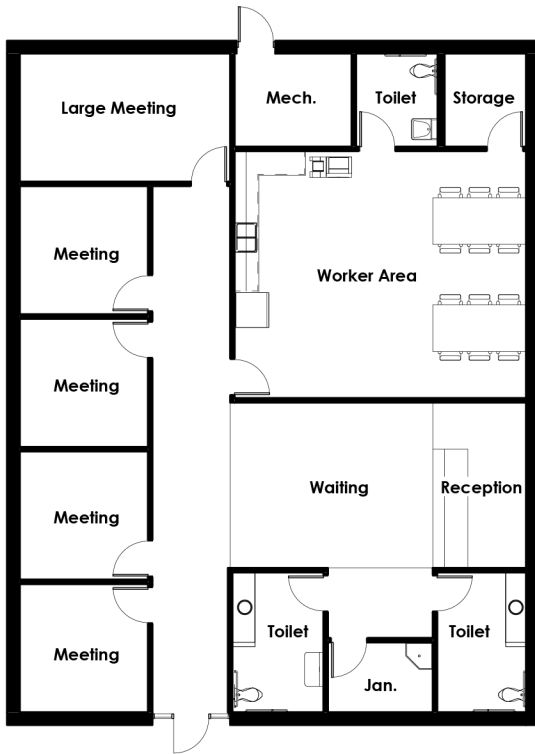
#### SMALL RETAIL CONCEPT AREA APPROXIMATIONS

Room Name	Room Count	Approx. Area	Total Area	Comments
Large Meeting	1	252 ft <sup>2</sup>	252 ft <sup>2</sup>	
Meeting	4	121 ft <sup>2</sup>	484 ft <sup>2</sup>	
Worker/Collaborative Area	1	500 ft <sup>2</sup>	500 ft <sup>2</sup>	
Reception	1	112 ft <sup>2</sup>	112 ft <sup>2</sup>	
Waiting Area	1	238 ft <sup>2</sup>	238 ft <sup>2</sup>	
Storage	1	56 ft <sup>2</sup>	56 ft <sup>2</sup>	
Public Restroom	2	96 ft <sup>2</sup>	192 ft <sup>2</sup>	
Staff Restroom	1	56 ft <sup>2</sup>	56 ft <sup>2</sup>	
Janitor Closet	1	54 ft <sup>2</sup>	54 ft <sup>2</sup>	
Mechanical Room	1	80 ft <sup>2</sup>	80 ft <sup>2</sup>	Approximately 5% of building area
Parking Spaces	9	-	-	1,300 ft <sup>2</sup> of building area
TOTAL AREA			2,024 ft <sup>2</sup>	
+ 15% circulation			202 ft <sup>2</sup>	
REVISED TOTAL AREA			2,244 ft <sup>2</sup>	
+10% gross			224 ft <sup>2</sup>	
FINAL TOTAL AREA			2,464 ft <sup>2</sup>	

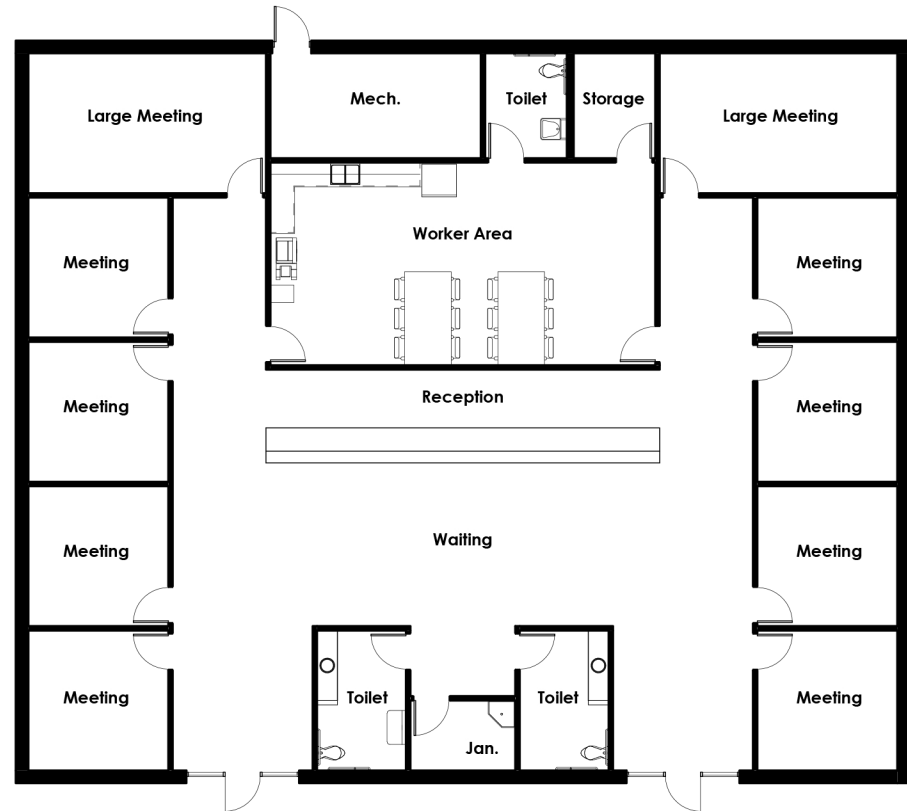
#### LARGE RETAIL CONCEPT AREA APPROXIMATIONS

Room Name	Room Count	Approx. Area	Total Area	Comments
Large Meeting	2	252 ft <sup>2</sup>	504 ft <sup>2</sup>	
Meeting	8	144 ft <sup>2</sup>	1,152 ft <sup>2</sup>	
Worker/Collaborative Area	1	576 ft <sup>2</sup>	576 ft <sup>2</sup>	
Reception	1	256 ft <sup>2</sup>	256 ft <sup>2</sup>	
Waiting Area	1	448 ft <sup>2</sup>	448 ft <sup>2</sup>	
Storage	1	72 ft <sup>2</sup>	72 ft <sup>2</sup>	
Public Restroom	2	96 ft <sup>2</sup>	192 ft <sup>2</sup>	
Staff Restroom	1	64 ft <sup>2</sup>	64 ft <sup>2</sup>	
Janitor Closet	1	54 ft <sup>2</sup>	54 ft <sup>2</sup>	
Mechanical Room	1	162 ft <sup>2</sup>	162 ft <sup>2</sup>	Approximately 5% of building area
Parking Spaces	17	-	-	1,300 ft <sup>2</sup> of building area
TOTAL AREA			3,480 ft <sup>2</sup>	
+ 30% circulation			1,044 ft <sup>2</sup>	
REVISED TOTAL AREA			4,524 ft <sup>2</sup>	
+10% gross			452 ft <sup>2</sup>	
FINAL TOTAL AREA			4,976 ft <sup>2</sup>	

All area calculations are approximate and for estimation purposes only. Actual area will vary based on available real estate in each community.



**SMALL RETAIL CONCEPT**  
Approximately 2,500 ft<sup>2</sup>



**LARGE RETAIL CONCEPT**  
Approximately 5,000 ft<sup>2</sup>

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